

# Film and Photography Application

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201 Market Ave. SW, Grand Rapids, MI 49503 | 616-456-3378 | [specialevents@grcity.us](mailto:specialevents@grcity.us)



## Film & Photography Application

**Any person, associate, organization or group of any size desiring to film on the public right of way or public premises is required to complete a Film & Photography Permit Application.** You will need a permit if any of the following applies:

- Filming takes place on public property
- Traffic will be interrupted on the City streets
- Pedestrian traffic will be interrupted on sidewalks
- A tripod or dolly is used on sidewalks, streets or alleys
- A generator is used on a sidewalk, street or alley
- Filming will take place in a moving vehicle on a street or down an alley
- Public parking will be impacted

There is a non-refundable \$100 application fee plus a **\$300 fee for the first site, followed by a \$200 fee** for each additional site, as determined by the OSE. Fees for approved student projects may be reduced. You will also be responsible for any other fees and charges explained within the application that pertain to your event including but not limited to, road closures, security, residential and business notifications, vendors, etc. ***Please note: All fees are subject to change at any time.***

Please contact the Grand Rapids Fire Department (GRFD) if you are using any special effects, open flame or fireworks. A separate permit will be mandatory and provided by GRFD (616-456-3900).

Please contact GRPD if you would like to request the use of any police vehicles. The use of weapons (real or simulated) in a public place or in view of the public will require the presence of at least one Grand Rapids Police Officer on site (616-456-4224).

### **Changes and Cancellations**

It is the responsibility of the applicant/production company to properly inform the OSE of any and all amendments or revisions to the original application. All changes must be made in writing and are subject to review and approval. Any substantive changes requested for a permit will be assessed and evaluated by the OSE. An additional fee may be charged.



## **Proposal Process**

To ensure a safe and enjoyable event, we require that the event applicant/production company follow a series of guidelines set by the Office of Special Events (OSE). All appropriate permit applications must be submitted in a timely manner. Permission to use City properties for any purpose must be granted in writing on an application issued and authorized by the OSE. Incomplete applications will not be accepted.

## **Guidelines**

- The Film & Photography Permit may be denied or revoked by the OSE when the property authorized under the permit interferes with the regular use of property or is used for any purpose other than what was initially determined.
- The OSE reserves the right to not approve a request to use public property for any event, activity, or assembly.
- The holder of a Film & Photography Permit or designated person in charge, shall be responsible for the event, and shall be present at the site/facility specified throughout the duration of the filming. It is their responsibility to assure that all members/participants adhere to community standards.
- During the course of any event or activity for which the OSE has granted a permit; if the activities of any participant(s) or spectator(s) have become abusive or destructive to City property or equipment, the OSE reserves the right to immediately adjourn the event or activity.
- If a proposed activity or event requires other permits or licenses, i.e. food, beverages, sales, fireworks, electrical, liquor, plumbing, etc., such permits and licenses must be copied to the OSE.
- In the event of the activity/filming project being shut down at any point in time, including prior to, the applicant/production company will be held responsible to remit payment for all fees associated.



# City of Grand Rapids

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## General Film Information

Please provide clear and accurate information. Careful completion of this form will help to evade delays in processing. Incomplete applications will not be accepted; applications using "TBD" will be considered incomplete. \*Do not publically announce the date or location of your filming project until you have received written/emailed confirmation from the Office of Special Events.

Production Company Name: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Street City/State/Zip Code: \_\_\_\_\_

Primary Contact Cell Phone: \_\_\_\_\_

Primary Contact E-mail Address (must be a working e-mail): \_\_\_\_\_

Producer Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Production Manager Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Location Manager Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Production Info (please check one of the boxes indicating what type of project this is):

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Feature Film    | <input type="checkbox"/> Television Programming     | <input type="checkbox"/> Still Photography |
| <input type="checkbox"/> TV Movie        | <input type="checkbox"/> Public Service Annoucement | <input type="checkbox"/> Music Video       |
| <input type="checkbox"/> Short Film      | <input type="checkbox"/> Commercial                 | <input type="checkbox"/> Documentary       |
| <input type="checkbox"/> Corporate Video | <input type="checkbox"/> Reality Show               | <input type="checkbox"/> Student Project   |
| <input type="checkbox"/> Other _____     |   |  |

\*Please include a copy of your student ID & Professor and contact information

Total Number of Filming Days in Grand Rapids: \_\_\_\_\_ Number of Public Locations: \_\_\_\_\_

Total Number of Production Vehicles: \_\_\_\_\_ Size of Crew Number of Talent: \_\_\_\_\_

Name of Project: \_\_\_\_\_

Filming Date(s): \_\_\_\_\_

Brief Description of Project: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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## **Anticipated Services**

(Please check all boxes below that apply)

- |   |  |  |                                      |                                      |
|---|--|--|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> Police         | <input type="checkbox"/> MI State Police     | <input type="checkbox"/> Water Permit  | <input type="checkbox"/> DeVos Place | <input type="checkbox"/> City Parks  |
| <input type="checkbox"/> Noise Variance | <input type="checkbox"/> Pyrotechnics Permit | <input type="checkbox"/> The Rapid/ITP | <input type="checkbox"/> Fire        | <input type="checkbox"/> Other _____ |

## **Equipment and Props**

(Please check all the boxes below that apply)

- |                                     |                                       |                                      |                                     |                                      |                                     |                                |
|-------------------------------------|---------------------------------------|--------------------------------------|-------------------------------------|--------------------------------------|-------------------------------------|--------------------------------|
| <input type="checkbox"/> Generator  | <input type="checkbox"/> Rig (stills) | <input type="checkbox"/> Light       | <input type="checkbox"/> Effects    | <input type="checkbox"/> Crane       | <input type="checkbox"/> Large Prop | <input type="checkbox"/> Track |
| <input type="checkbox"/> Set Design | <input type="checkbox"/> Dolly        | <input type="checkbox"/> Water Truck | <input type="checkbox"/> Camera Car | <input type="checkbox"/> Other _____ |                                     |                                |

## **Street Closures**

Are you requesting street closure for your event? ☐ Yes ☐ No

Additional fees apply to close streets for filming. If you are planning on closing or utilizing any State Roads (Division/Fulton), you will need to fill out an additional application from the Michigan Department of Transportation.

## **Meter Hooding**

If a street is closed that has parking meters, you must arrange for meter hooding. Please visit <http://grcity.us/enterprise-services/Parking-Services/Pages/Meter-Reservation-Program.aspx>

## **Security Plan Insurance Requirement**

It is required that you obtain or provide proof for a \$1,000,000 General Liability Insurance Policy for the event. It is essential that your insurance certificate is correct. Proof of insurance must be provided no less than four weeks prior to the event. Insurance companies must be "A" rated or acceptable by the City of Grand Rapids. The City of Grand Rapids must be named as an additional insured along with the description, date and location of the event.

## **Clean Up Plan**

The City of Grand Rapids requires recycling as well as refuse removal at all events held on City owned properties. Your organization is responsible to rent and place receptacles in the areas being used.

Private Refuse Removal Company: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Primary Contact: \_\_\_\_\_

Email: \_\_\_\_\_

Drop Off Date/Time: \_\_\_\_\_ Pick-Up Date/Time: \_\_\_\_\_



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## **Residential/Business Signature Notification Sheet**

As an organizer you are responsible for contacting all businesses/residents impacted by a street closure.

You must also give each person a written notification listing the following:

- Your organization
- Any streets that will be closed for your Filming
- A timeline of your filming (including set up & tear down)
- Phone number and point of contact from your production crew

A copy of your notification as well as a list of residents/merchants notified with contact information is due 30 days prior to your filming.

## **Site Plan**

Separate attachment required

A Site Plan is mandatory for all permits. Building permits are required for temporary structures like tents and stages greater than 200 sq. ft. Zoning approval is required for location on private property, prior to the issuance of a Building Permit. Building, Electrical, Mechanical, and Plumbing Permits may also be required as well as zoning approval. Visit [www.grcity.us/DevelopmentCenter](http://www.grcity.us/DevelopmentCenter), select "forms and applications" to complete and submit an application. You may also be required to schedule an inspection on the day of your event.

Please place a detailed map of each location, which includes the following information relevant to your production. Maps without this information will not be accepted for processing.

- Names of all surrounding streets
- One way streets
- Parking restrictions and/or controls (parking, meters, peak hour restrictions, etc.
- Use of RAPID bus zones
- Hooding of parking meters, or use of no-parking barricades in non-metered areas (indicate with an "x")
- Location(s) of camera(s)
- Street closures or intermittent traffic control
- Sidewalk closures or intermittent pedestrian control
- Truck and crew parking
- Base camp
- Catering location(s)
- Direction of moving vehicles for driving shots
- Indicated location of generator
- Portable bathrooms



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## **Request for Film Permit**

Complete this sheet for each location to be used during production. Please attach a site map showing the setup for each film/photo shoot location.

LOCATION #: \_\_\_\_\_

☒ Residential/Business Signature Notification Sheet attached

☒ Site Map attached

Shooting Date(s): \_\_\_\_\_

Shooting Time(s): \_\_\_\_\_

Time truck(s) are scheduled to arrive at site: \_\_\_\_\_

GRPD requested? ☐ Yes ☐ No

Describe in detail the film activity that will be taking place at this location: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

LOCATION #: \_\_\_\_\_

☐ Residential/Business Signature Notification Sheet attached

☐ Site Map attached

Shooting Date(s): \_\_\_\_\_

Shooting Time(s): \_\_\_\_\_

Time truck(s) are scheduled to arrive at site: \_\_\_\_\_

GRPD requested? ☐ Yes ☐ No

Describe in detail the film activity that will be taking place at this location: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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## **Film Contract Agreement**

This is a signed agreement outlining the expectations for the execution of your filming project and all that is associated with it. The named filming company is responsible for the area(s) utilized and will be held responsible for any cleaning, repairs or damages made to City property.

Project Name: \_\_\_\_\_

Production Company Name: \_\_\_\_\_

Client: \_\_\_\_\_

Authorized Agent: \_\_\_\_\_

*The company named above agrees to pay all costs for required permits and film coordination services*

This contract verifies that \_\_\_\_\_ will be held responsible for the following: Film Permits for street use, parking meter hoods, traffic control, inspections, removal and installation of street fixtures, use of street and/or sidewalk barricades and like activities. The company agrees that the cost of City staff time and materials required to restore the location to its previous condition will be invoiced to the production company. In addition, the company named above, agrees to secure and maintain in full force and effect during the full term of the permit, comprehensive general liability insurance as described in the Grand Rapids Film Resource Guide, which by this reference are incorporated herein. Upon approval, filming projects can be terminated by OSE Supervisor, GRPD or designated City Leadership at any point in time.

The production company shall indemnify and hold harmless the City, its officers, elected officials, agent, employees and volunteers, from and against any and all claims, actions, suits, proceedings, costs, expenses (including reasonable attorney's fees), damages, and liabilities claimed by any person, organization, associate, or otherwise arising out of or relating to any act or omission or the production company, its agents contractors or employees under this Agreement. Such indemnification shall not be effective to the extent that the damage or injury results from the sole negligence of the City. Failure of the Company to comply with the terms or the City's permit as described may result in revocation of the permit and the inability to obtain future permits. The Film Permit is not valid without signatures of Authorized Agent, Grand Rapids Office of Special Events (OSE) and the Grand Rapids Police Department.

**Payment is due in full to the Grand Rapids City Treasurer prior to any filming taking place.**

*I hereby apply for permission to use or occupy public property, for the sole purpose of filming*

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

*By signing and dating above, you are stating that you have read and completed all sections of the application that pertain to your production/event.*